

**Final COLONIAL REGIONAL LOCAL HUMAN RIGHTS COMMITTEE  
Meeting Minutes**

**January 17, 2013**

**Members Present:** Dr. Charles Ponquinette, Chair, Veronica Reid, Committee Member, Denese Gillis, Committee Member

**Members Absent:** Cheryl Westray

**Others Present:** Timothy Jones, Human Rights Advocate

**Potential Affiliate:** None

Affiliates Present: Independent Perspectives, Lyle Professional Counseling, Martha's Place, New Season Clinical Services, Therapeutic Interventions, Inc., Thoroughgood House, VABODE, Youth & Family Counseling Services, LEVOC Family Services, Community Behavior Support, Virginia Supportive Housing, Family Maintenance Counseling Group

**Affiliates Absent:** None

**1. Call To Order**

The Colonial Regional Local Human Rights Committee was called to order at 5:30 p.m. January 17<sup>th</sup> 2013, by Dr. Charles Ponquinette; for the purpose of hearing business pertaining to the agenda, transactions, or other matters that may be presented to the committee.

**2. Review and Approval of Agenda**

January 17<sup>th</sup> 2013 Agenda was reviewed.

**Action:** Ms. Gillis made a motion to approve the agenda as presented.

**Second:** Ms. Reid

**Vote:** Unanimous

**3. Review and Approval of Minutes**

October 18<sup>th</sup> 2012 Minutes were reviewed and amendments were made.

**Action:** Ms. Reid made a motion to approve the agenda as amended.

**Second:** Ms. Gillis

**Vote:** Unanimous

#### **4. Announcements**

None

#### **5. Public Comment**

None

**6. Human Rights Advocate Comments** – Mr. Timothy Jones reminded all of the affiliates that the annual restraint report was due on January 15<sup>th</sup> by 5pm and if they have not submitted one, they need to do so as soon as possible.

Mr. Timothy Jones informed everyone that the LHRC has a consumer vacancy opening. He also informed all of the affiliates that there have been numerous group homes with locks on refrigerators and on pantries. He gave the requirements for implementing this type of “restriction”.

#### **7. Old Business**

None

#### **8. New Business**

The LHRC voted on the removal of Joe Winborne from Colonial LHRC due to him not being able to attend the meetings anymore.

#### **9. Affiliate Reports**

**\*All providers noted below went over their 4th quarter 2012 (10/01/2012-12/31/2012) and annual (1/1/2012-12/31/2012) reports during the meeting:**

- A. Community Behavior Support – Reports no incidents/complaints
- B. Family Maintenance Counseling Group – Reports no incidents/complaints
- C. Independent Perspectives – Reports no incidents/complaints
- D. LEVOC – Reports no incidents/complaints
- E. Lyle Professional Counseling - Reports no incidents/complaints
- F. Martha's Place – Reports 1 incident/ no complaints
- G. New Season Clinical Services - Reports no incidents/complaints
- H. Therapeutic Interventions, Inc. – Reports no incidents/complaints
- I. Thoroughgood House – Reports no incidents/complaints
- J. VABODE - Reports no incidents/complaints
- K. Virginia Supportive Housing – Reports no incidents/complaints
- L. Youth and Family Counseling Services– Reports no incidents/complaints

**9. Next meetings scheduled for: 4/18/13, 7/18/13, 10/17/13**

**10. Closed Session** – The committee voted to go into closed session per VA Code 2.2-3711(A), for the purposes of hearing information pertaining to the complaints/allegations against Martha's Place.

The Committee voted to come out of closed session and each committee member certified that the only information discussed was the complaints/allegation against Martha's Place. The committee made the following recommendations:

The committee has requested that Martha's Place must include in all treatment plans that client transfers should be completed with 2 staff members to avoid injury. All current and new staff should be orientated to identify issues and concerns when client return from visiting another facility and that training should include the proper procedures for identifying, reporting, and follow up. All incidents should be documented in written form for each incident that occurs.

**11. Adjournment:** The LHRC meeting was adjourned at 7:30 p.m.

**Action:** Motion made by Ms. Reed to adjourn the meeting

**Second:** Ms. Gillis

**Vote:** Unanimous